



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Human Resources

Sub-Section:

TITLE: Employee Background Checks-Hired

CUTOFF: Separation from employment

DESCRIPTION: Records related to the investigation of an employee's personal background in order to determine the suitability for employment. May include questionnaires, personal history documentation, records related to the investigation, and any resulting reports. Includes preemployment/post offer physicals.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23641

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011

TITLE: Employee Background Checks-Not Hired

CUTOFF: End of state fiscal year in which background check completed

DESCRIPTION: Records related to the investigation of a job applicant's personal background that may, or may not, result in a determination of ineligibility for employment. May include questionnaires, personal history documentation, records related to the investigation, and any resulting reports. Includes preemployment/post offer physicals.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23568

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011

TITLE: Employee Training Program

CUTOFF: Separation from employment

DESCRIPTION: Employee training plans, employee development plans, employee assessments, attendance records for internal training and external training programs.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23738

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Human Resources

Sub-Section:

TITLE: Employment Application-Not Hired

CUTOFF: Date of last update

DESCRIPTION: Completed employment application and resume of applicant not hired by agency. Information may include applicant's name, address, position applied for, educational background, work experience and other related material. See 42 U.S.C. section 1983.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23558

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: FMLA Records

CUTOFF: Separation from employment

DESCRIPTION: Personal (non-work related illness or injury) medical file with records supporting Family Medical Leave Act (FMLA) leave.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23454

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Job Classification and Job Study Supporting Documents

CUTOFF: When superseded or obsolete

DESCRIPTION: Job analysis, job evaluation and job description documentation used to classify jobs and complete job studies.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23739

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Human Resources

Sub-Section:

TITLE: Job Vacancies and Job Announcements

CUTOFF: End of calendar year in which vacancy is filled or closed

DESCRIPTION: Announcements concerning job openings in state government. Information includes, but is not limited to, title of position, salary or grade range, location, department/division, job description, date, instructions for application, applications of interviewed applicants hired and not hired, names of candidates applying for position, but not interviewed, and documents for recruiting efforts.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23600

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011

TITLE: Personnel Administration Records

CUTOFF: End of state fiscal year

DESCRIPTION: Documents related to personnel administration used for consistent administration and guidance. Includes discipline advice and attorney requests for employee information.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23584

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Human Resources

Sub-Section:

TITLE: Personnel Files - Official Record

CUTOFF: Separation from employment

DESCRIPTION: Official documentation of employment history for state employees. Includes dates of hire, rehire, and reason for separation. Records may include, but are not limited to application, resume, personnel actions, requests for leave without pay documentation, and unemployment insurance claims. At time of cutoff personnel files may be replaced with a summary card which is retained in lieu of the original file. Summary cards contain the following pertinent information condensed from the personnel file: appointments, resignations, promotions, salary history, years of service, and all accumulated sick leave.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES: See 23738 for employee training records.

DISPOSITION ACTION: Destroy

SERIES: 23706

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Personnel Files-Other

CUTOFF: Separation from employment

DESCRIPTION: Operational unit copy of personnel records. This can be either a copy of the official documentation of an employee's state employment history, or a copy of a summary card condensed from that information.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23567

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Human Resources

Sub-Section:

TITLE: Personnel Medical File and Fit For Duty

CUTOFF: Separation from employment

DESCRIPTION: Documentation of employee's work related medical history. These records must be kept in a separate location from employee personnel records as required by HIPAA (45 CFR Parts 160) and the Americans with Disabilities Act. Records may include, but are not limited to medical examination records, X-rays, records of significant health or disability limitations related to job assignments, documentation of work related injuries or illnesses, first-aid incident records, physician statements, release consent forms, and related correspondence. Includes fit for duty test results for work related and personal injuries or illnesses. Includes records of work simulation tests performed and results.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23755

SERIES STATUS: Approved

APPROVAL DATE:

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